

Jennings County Public Library Conference Room Policy

adopted 2/11/08; updated 09/08/08; updated 03/14/11; updated 12/09/15; 01/10/22

General Statement

The Jennings County Public Library Board of Trustees welcomes the use of the Library Conference Rooms by responsible organizations. Usage of the library by a group does not constitute an endorsement of the group's policies or beliefs by the Library Board or Staff. Library meetings and programs have preference over all other type of gatherings.

Hours and Fees

Conference Rooms may be used during regular business hours and may only be reserved by patrons 18 years of age or older.

There will be no charge for the use of the conference rooms during library hours, however, donations are favored and encouraged. For a fee of \$25 per hour the rooms may be booked during non-working hours. These hours must be approved by the Library Director.

Rooms must be cleaned and returned to the original setup by the end of the reservation time or a \$25 fee may be charged.

Applications

Applications may be made at the Information desk during library hours or you may make an application online.

While groups may register for single events or a series of events, the Conference Rooms may only be reserved three (3) months in advanced. The rooms may also only be reserved 45 days out of 90 days. Groups wishing to use the Conference Room on a regular monthly basis must register every three (3) months for a time slot. All reservations are on a "first come-first served basis." Reservations should be cancelled immediately if use of a room is no longer needed.

The library reserves the right to reject any application for use of the rooms which the Board of Trustees or the Library Director believes would or reasonably could disrupt the patrons of the Library or the providing of Library services to the public.

Priority of use

The following organizations in order of importance will be allowed to use the library conference rooms:

- Library programs
- Non-profit educational/cultural events
- Profit organizations for educational purposes
- All other activities shall be reviewed case by case

Smoking and Refreshments

Smoking is not permitted anywhere within the Library building. Alcohol is not permitted anywhere within the Library building or on the premises. Refreshments should be limited to simple snacks only or an approved caterer. The Library will not prepare refreshments.

Restrictions

Groups are responsible for ensuring that the room is clean and free of all trash and debris before leaving the premises. **Groups are also responsible for the setup and takedown of the room.** Misuse of Library property will result in immediate suspension of privileges to hold further meetings in any of the Library Conference Rooms. Violators will be assessed a \$25 damage fee in addition to the suspension of meeting privileges.

Groups using the Conference Rooms shall not do anything to disturb any patrons of the Library. Persons attending the meeting shall not solicit a patron of the Library for any purpose nor distribute any material to those not attending the meeting.

Groups may not use for personal parties, for example: baby showers, birthday parties, etc.

Any violation of any portion of this policy can result in the immediate expulsion of the groups from the Library premises and the suspension of application privileges of the group.

Responsibilities

1. All meetings will conclude and Conference Rooms will be vacated 15 minutes prior to the closing of the Library building unless with prior approval of Library Director.
2. Any damage, breakage or food spillage by the organization using the facilities, including kitchenettes, must be compensated for within 30 days at replacement costs, labor cost, or both. A bill will be sent to the presiding officer of the group or the person who registered to use the room.
3. Cancellation of any scheduled meeting is to be reported to the Library prior to the meeting date. A twenty-four (24) hour notice is requested.
4. After 5 no-shows/not cancelling in advance the library reserves the right to suspend the usage of the meeting rooms for 90 days to the organization.
5. Reservations will be cancelled if the organization has not arrived within 30 minutes of meeting start time and it will be considered a no-show.
6. The library reserves the right to cancel a scheduled meeting. Every effort will be made to give at least one week's notice of any cancellation. This does not include weather emergencies.

The Library Board of Trustees has given the Library Director the authority to supervise the use of Conference Rooms and interpret this policy. The Director shall have the right to waive the regulations whenever it is in the best interest of the Library or the conference and to cancel further use of Library facilities for an organization that does not follow the above regulations.